

**Process for Surplusing/Alternative Use of City-Owned Property****I Process Initiation**

- A External party expresses interest in acquiring City-owned property
- B Public Works Real Estate (PWRE) staff identifies under-utilized property
- C City Department requests disposal of property for which they have maintenance/oversight responsibility

**II Public Works Real Estate (PWRE) Review**

- A Confirmation of which City Department, if any, has property oversight responsibility
- B Preparation of property information packet summarizing parcel location; size; book value (purchase price); funding source and restrictions on use; maintenance costs; maps; deed; title reports; environmental reports; and current sale or lease value

**III Internal Review**

- A Packets distributed to Property Acquisition and Disposition Committee (PADC) and City Departments for 30-day review and comment period
- B If a valid internal operational use is identified, a fiscal analysis will be conducted, based on Council policies and guidelines, to determine if the property should be retained for operational use or surplusd to generate revenue.

**IV Council Notification / Authorization**

- A If no plausible City use is identified by PADC, an item is placed on a Council Agenda seeking Council authorization to begin noticing for community input and to circulate for affordable housing, open space or educational use interest through CA 54222

**V Public Outreach**

- A Notice of potential surplusing for sale or leasing is sent to property owners and residents within 300 feet of property
- B Notice is sent to SNI NAC (if applicable) where property is located and PWRE works with Council Office to ensure local community groups are notified
- C PWRE works with Council Office to schedule a community meeting if community indicates interest
- D Circulate properties to Housing Authority, County Parks, State Resources Board and appropriate school district for interest under CA Govt. Code 54222

**VI City Council Review**

- A PWRE adds community feedback and 54222 responses to the property information packet and agendizes property for Council public hearing with recommended disposition
- B City Council approves surplusing (for lease or sale) or directs staff to retain property for alternative or future use

**VII Marketing Property for Lease or Sale**

- A PWRE staff or broker market property for lease or sale
- B PWRE staff or broker negotiates lease or sales agreement

**VIII City Council Approval**

- A Sales or Lease agreement is brought to City Council for approval